



Emergency Operations Plan (EOP)

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Note: appendix items referenced in the plan are not included in the public (posted) version of this document. For questions about appendix items, please contact the Director of Safety & Security.

Important Phone Numbers

Call [911](#) first in an emergency, then call Campus Security at [\(360\) 442-2911](#).

Resource	From a college phone	From any other phone
Emergency (medical, fire, police)	911	911
Campus Security (radio/phone)	2911	(360) 442-2911
President	2101	(360) 442-2101
Vice President of Administrative Services	2201	(360) 442-2201
Vice President of Instruction	2651	(360) 442-2651
Vice President of Student Services	2301	(360) 442-2301
Assoc. Vice President of Effectiveness & College Relations (Public Information Officer)	2491	(360) 442-2491
Manager of Safety & Security	2270	(360) 442-2270
Director of Environmental Health and Safety	2273	(360) 442-2273
Director of Campus Services	2263	(360) 442-2263
Vice President of Foundation, HR & Legal Affairs	2121	(360) 442-2121
Director of Information Technology Services	2251	(360) 442-2251
Information Technology Services Department	2250	(360) 442-2250

Administrative Checklist

The following checklist is a guide for LCC administration and Emergency Planning Council (EPC) members for routine maintenance of emergency plans, processes and operations.

✓	What	When	Who
	Review and update Emergency Operations Plan	Annual/August	Cabinet, EPC
	Review and update COOP including COOP templates	Annual/August	Cabinet, Departments, EPC
	Review and provide needed updates re: Rapid Responder system (blueprints, water and gas shutoff points, hazmat locations, etc.)	Annual/August	Dir. of Facilities, Dir. of Safety & Security
	Review and revise emergency shutdown locations	Annual/August	Dir. of Facilities
	Meet with first responders for campus walk-through	Annual/August	Dir. of Safety & Security
	Review and update Emergency Handbook	Annual by in-service week	PIO and EPC
	Review and update Emergency phone tree	Annual by in-service week	PIO and EPC
	Review and update emergency campus notification messages (Appendix B)	Annual by in-service week	PIO and EPC
	Review and refresh NIMS and related FEMA training (Appendix D)	Stipulated by FEMA requirements	Cabinet, EPC, Safety & Security staff, Campus Services staff, PIO, EBCs
	Review and update Emergency Operations Team (EOT) members (Appendix C)	Annual/August	EPC
	Release information and test crisis communication channels	Quarterly	PIO
	Review EBC list and make needed additions or substitutions	Monthly	Dir. of EH&S
	Provide training for EBC's	Quarterly	Dir. of EH&S
	Provide active shooter and related emergency preparedness training	Annual/January	Dir. of EH&S
	Review and update list of potential locations and required equipment for Emergency Operations Center (Appendix E)	Annual	EPC

Emergency Operations Plan Overview

Introduction

The Emergency Operations Plan (EOP) is a comprehensive guide intended to inform and prepare the Lower Columbia College (LCC) community for emergencies. The goal in establishing the EOP is to improve the ability of the College to protect lives and property through effective use of College and community resources in emergencies. In the event of emergency, procedures contained in this plan will be implemented as needed.

Whenever an emergency affecting the College reaches proportions that cannot be handled using routine measures, the College President or designee may declare a state of emergency, and these contingency guidelines may be implemented.

This EOP is flexible, to facilitate effective management of various and sudden emergencies. This flexibility will allow LCC to accommodate the individual magnitude of severity that each emergency may present.

These procedures apply to all employees of Lower Columbia College District 13. Exception is given to those employees working at sites governed by other State or Federal agencies including school districts. Those employees are expected to follow direction and procedures as dictated by the specific site.

The goals of planning for emergency response actions are guided by Lower Columbia College's overriding emergency priorities, to:

1. Safeguard life
2. Stabilize incident
3. Secure critical infrastructure and facilities
4. Assure minimum disruption of educational programs

All personnel assigned specific responsibilities are expected to understand and know the policies and procedures outlined in this plan.

Disclaimers

Lower Columbia College does not have the equipment or resources available to respond to all emergencies. The College relies on the cooperation and resources of local and state agencies and partners to assist with situations beyond the capabilities of College response.

Lower Columbia College employees, while complying with the provisions of this plan, shall not be held liable for death, injury or loss of property except in the cases of willful misconduct,

gross negligence or bad faith. During an emergency response, actions of volunteers are covered under the Good Samaritan Statute for Washington State: [RCW 4.24.300](#) – Immunity from liability for certain types of medical care.

Purpose

This EOP is designed to effectively and efficiently coordinate the use of College and community resources to protect life and property immediately following and during a major emergency, disaster or disturbance on the Lower Columbia College campus. It will go into effect whenever an emergency affecting the campus cannot be controlled through normal channels and procedures.

The EOP identifies departments and individuals that are directly responsible for emergency response and critical support services, and it provides a management structure for coordinating and deploying essential resources. At Lower Columbia College, planning for emergencies is part of normal business planning and campus life, and all members of the campus community share a responsibility for preparedness. An emergency can strike anytime or anywhere and a disaster will affect everyone.

The College maintains comprehensive emergency preparedness and safety training to mitigate potential hazards and to familiarize students, faculty and staff with emergency procedures. Lower Columbia College's EOP is re-examined and amended on a regular basis. The Emergency Planning Council (EPC) members and individuals responsible for Continuity of Operations provide general oversight for preparedness. The EPC meets regularly to address emergency preparedness, response and recovery issues. EPC, Emergency Operations Team (EOT) and Executive Leadership Team (ELT) members must complete specified National Incident Management System (NIMS) training courses offered through the Federal Emergency Management Agency (FEMA). See Appendix D for a list of required courses.

Members of the EOT, EPC and individuals responsible for Continuity of Operations are aware of the legal and regulatory context in which emergency preparedness and emergency actions take place. One of the reasons for this is to minimize risky or unsafe actions during times of emergency. OSHA regulations were consulted in drafting this document in an effort to assure that the College remains in compliance with these regulations.

Declaring a State of Emergency

Activation

Lower Columbia College's EOP can be activated in one of two ways:

1. An incident such as a fire, explosion, building collapse, riot, natural disaster, mass casualty event, hazardous materials event or release, or death of a student or staff member on campus.
2. A circumstance when the Incident Commander declares an emergency and invokes the College's EOP. That could include all incidents described above as well as threats of violence, extended power outages, weather conditions that pose a hazard, etc.

Community emergency personnel should be contacted immediately in the event of an emergency. If an emergency affects the entire region, the College may be isolated and required to rely on its own resources for an extended period.

Each situation will have unique needs and require its own responses. It is important for all faculty, administrators and staff to understand that an emergency may erase previously established lines of authority. Individuals may be called upon to provide assistance in areas to which they are not responsible or assigned. In this unique circumstance, the full cooperation of all Lower Columbia College personnel will be needed.

In the event of an emergency, all individuals with specific responsibilities under this plan may be asked to report to their assigned stations. If anyone is unable to carry out his/her responsibilities, another individual from the same administrative area will be charged with those duties. Personnel who are on campus at the time of an emergency, but who are not assigned specific responsibilities, may be asked to report to a specific staging area for registration, assignment of duties or dismissal. Personnel who are not on campus and who have no specific responsibilities are asked to remain away from campus unless they are contacted.

Emergency Levels

At Lower Columbia College, emergency incidents are classified according to their severity and potential impact so that emergency response operations can be calibrated for actual conditions.

Level	Description
Level 1	A minor, localized department or building incident that is quickly resolved with existing college resources or limited outside help.
Level 2	A major emergency that disrupts sizable portions of the campus community.
Level 3	A disaster involving the entire campus and surrounding community.

Level 1

A Level 1 emergency has little or no impact on personnel or normal operations outside the locally affected area. Level 1 incidents do not require activation of the EOP.

Impacted personnel or departments coordinate directly with Campus Services and Safety & Security to resolve Level 1 conditions. In some incidents, the Public Information Officer will be asked to activate public information systems to provide necessary bulletins.

Examples: Odor complaint, localized chemical spill, plumbing failure or water leak

Level 2

Level 2 emergencies may require assistance from external agencies. When external emergency crews (Fire, Police, Health Department, etc.) arrive on scene, jurisdiction will be passed to them.

Major emergency events may escalate quickly and have serious consequences for mission-critical functions, or may threaten life safety. The Incident Commander receives intelligence from responding operational departments, determines Plan activation, and convenes an Emergency Operations Team (EOT), drawn from available content experts. The EOT evaluates the scope of the incident, coordinates essential services, and provides emergency information.

The EOT will convene at the location specified by the Incident Commander.

Level 3

Normal Lower Columbia College operations are suspended. The effects of the emergency are wide-ranging and complex. A timely resolution of disaster conditions requires College-wide

cooperation and extensive coordination with external jurisdictions. The EOP is automatically activated and all EPC and EOT members report to the EOC. Field Command Posts (FCP) may be set up in other areas of the campus to support the distribution of resources, personnel, or information.

Example: Major earthquake

Notes:

- The College EOP pertains to Level 2 and Level 3 emergencies only.
- The designation of a major incident's emergency level is made by the EPC.
- The designated level for an incident may change as conditions intensify or ease.
- Evacuations or campus closures are authorized by the EPC, and are announced from the EOC.

College Emergency Response – Summary of Action Steps

The following series of steps are a general guideline for the College's response to an emergency and may vary based on the nature and scope of the incident.

1. 911 notified first.
2. Campus Security/Campus Services are notified next.
3. Mass Notification will be issued as needed to protect life safety and comply with the Clery Act.
 - a. Faculty/staff/students/visitors may be given instructions specific to the emergency.
 - b. Emergency Building Coordinators (EBCs) and Emergency Operations Team (EOT) will respond if safe to do so.
 - c. Methods of Mass Notification may include emergency clocks, speakers, email, telephone, website, computer, text messaging, digital signs, reader board, social media, FlashAlert, etc.
4. College President, VP of Administrative Services, Assoc. VP of Effectiveness & College Relations (PIO), ELT, EPC, EOT, and individuals responsible for Continuity of Operations are notified of emergency situation.
5. Activate Emergency Operations Center (EOC) if needed.
 - a. Secure Delegation of Authority from President's office.
 - b. EOC is activated.
 - c. Public Information Officer (PIO) prepares to release emergency statement.
 - d. Incident Command Post (ICP) is established at a safe location.
 - e. College Emergency Operations Team (EOT) report to EOC or ICP for assignment.
 - f. ICS process continues until demobilization is complete.
6. Additional information and updates will be provided as available.
7. "All Clear" notification will be sent through available mass notification systems.
8. Disaster Recovery and Continuity of Operations Plan (COOP) steps are initiated.

Communications

Crisis Communication Procedure

In the event of a weather closure or other campus emergency, LCC will use all available communication channels. Some channels may be unavailable due to the situation, so LCC employees are encouraged to stay connected through several different channels.

In the event of a closure or emergency, the following communication channels may be used:

Channel	What You Can Do
Emergency Notification System	Emergency notification messages display through the emergency clocks located in every classroom, and nearly every other room on campus. The clocks display information on the screen, and can also be used for audio messages. There are flashing lights in addition to the digital display screen to help draw attention to the units when there is an emergency.
Text	To get closure and emergency information by text message via the college's Twitter account text "Follow LowerCC_Alerts" to 40404. You will receive a confirmation text. Regular text messaging charges apply.
FlashAlert	LCC subscribes to FlashAlert to provide closure information to major media outlets (i.e. TV and radio). You can sign up to receive email notifications from FlashAlert by visiting FlashAlert at Flash Alert.net and entering your email address. You can sign up to receive push notifications on your mobile device by downloading the "FlashAlert Messenger" app from the iTunes app store or Google Play. Be sure to link the app to the FlashAlert account you set up with your email address.
Website	Visit lowercolumbia.edu to see the emergency banner at the top of every page. Banners are color coded: blue for inclement weather and other anticipated closures; red for emergencies; and green for all clear.
Email	Make sure you know how to check your email remotely by computer or other device with an Internet connection. Visit lowercolumbia.edu and select " Email - Faculty & Staff " or " Email - Students " from the drop-down. Login with your LCC email* and password to access your email via the web.
Facebook	Anyone can view LCC's Facebook page at facebook.com/LowerColumbiaCollege . If you're on Facebook, be sure to "like" our page.
Twitter	Anyone can view LCC's Twitter account at twitter.com/lowercc . Sign up for a Twitter account at twitter.com and start following Lower Columbia College (lowercc).
Canvas	Information about a closure or emergency will be available in Canvas.
Supervisors	Check with your supervisor to get department-specific instructions or to request a phone call at home in the event of an emergency or closure.

* Remote email login consists of first initial, last name followed by @lcc.ctc.edu (for example, jdoe@lcc.ctc.edu) for employees, who should use the same password for remote email access as they do on campus.

Students can login using username@my.lowercolumbia.edu.

For more information on student email, visit lowercolumbia.edu/technical-help/gmail/index.php.

For a comprehensive list of LCC's social media sites, please visit lowercolumbia.edu/social-media.

Emergency Planning Council

The Emergency Planning Council (EPC) is comprised of individuals with primary responsibilities for emergency preparedness at LCC, including Vice President of Administrative Services, Assoc. Vice President of Effectiveness and College Relations, Director of Environmental Health & Safety (Chair), Director of Campus Services, Director of Information Technology Services, Manager of Safety & Security, and Occupational & Life Safety Specialist.

EPC Primary Member Responsibilities include:

1. Review and approve the EOP annually for submission to Cabinet.
2. Facilitate training to insure that all individuals on campus are aware of responsibilities and appropriate actions to take in the event of an emergency.
3. Serve as command and control in the event of a campus emergency or of a regional emergency in which the College may be called upon as a rescue.
4. Serve as the College's point of contact with local emergency service personnel and other agencies: Red Cross, Federal Emergency Management Agency, or its state counterpart.
5. Annually review and critique the emergency response performance and revise this document to improve its effectiveness as a planning and execution tool.

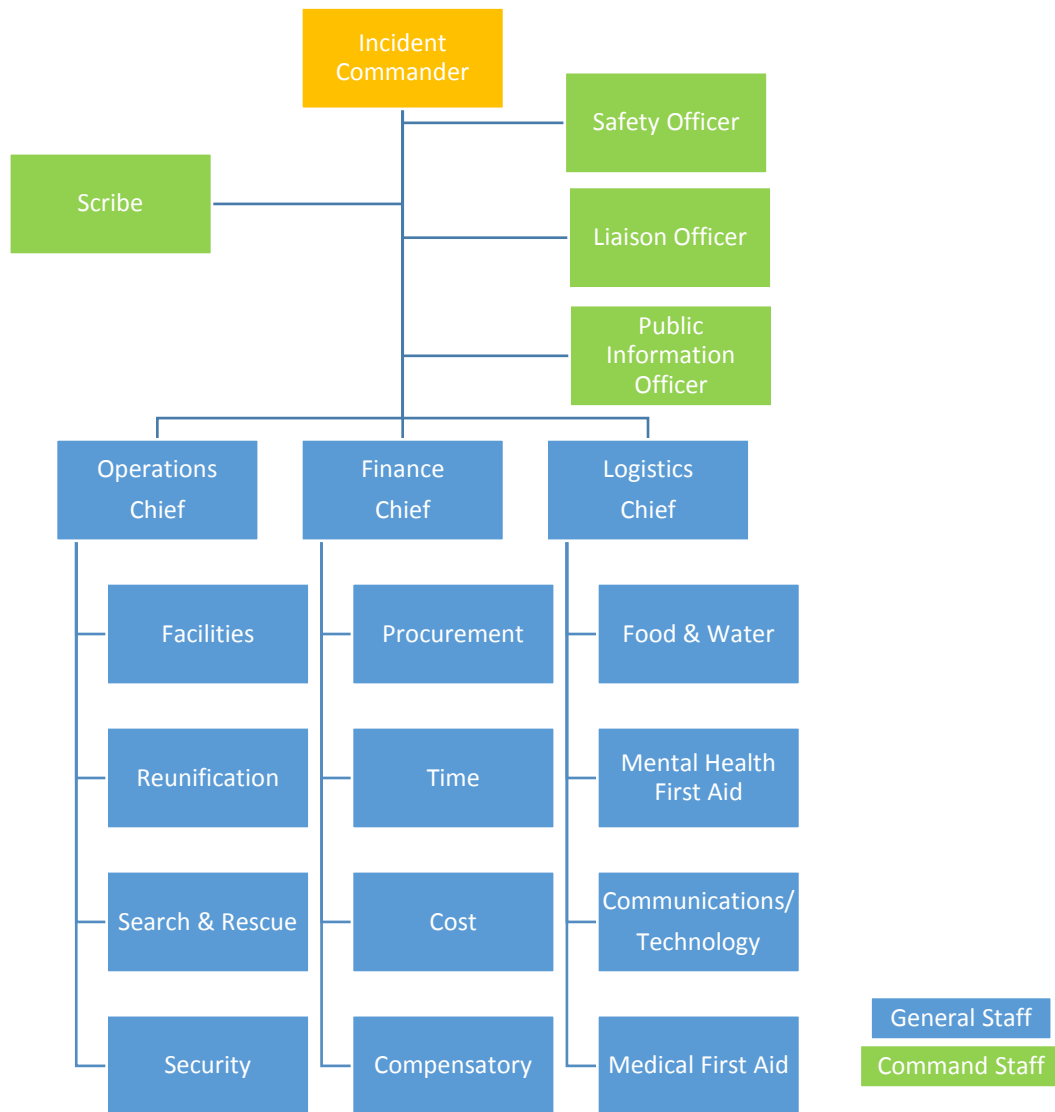
Emergency Operations Team

The Emergency Operations Team (EOT) is comprised of an Incident commander (IC), command staff, general staff and functional units as assigned by the President or designee. The President or designee serves as the Incident Commander (IC) of the EOC.

The LCC EOT coordinates the campus response to major incidents in collaboration with external emergency responders. When the EOT assembles, its responsibilities are to:

- Always work safely
- Determine the scope and impact of the incident
- Make appropriate emergency notifications
- Prioritize emergency actions
- Deploy services, resources and equipment
- Communicate information and instructions
- Monitor and re-evaluate conditions

EOT Communication/Reporting Structure



The IC provides executive supervision for the entire emergency response process. The IC determines whether to activate the EOP and whether to convene all or part of the EOT (if available), after emergency conditions have been verified.

Once the IC has received an assessment of emergency conditions, s/he alerts team members that a mobilization is required.

If the President is unavailable to serve as IC, the responsibility falls to the following individuals in order of succession:

1. VP of Administrative Services
2. Director of Environmental Health and Safety
3. Manager of Safety & Security

EOT Member Responsibilities by Category

Incident Commander (IC) – College President or Designee

- a. Assess the situation.
- b. Determines the type and magnitude of the emergency and establishes the appropriate Emergency Operations Center (EOC).
- c. Convenes and directs command staff as needed.
- d. Ensure appropriate safety measures have been taken.
- e. Approves and authorizes the incident action plan (IAP).
- f. Approves the release of information by the PIO. Determines if operational periods are necessary.
- g. Coordinates with outside agencies as necessary.
- h. Elevate and ensure that incident objectives are being accomplished.
- i. Manages requests and release of resources as appropriate.
- j. Ensure incident investigation as necessary.
- k. Ensure an adequate after-action process is completed and required reports are filed.
- l. Maintains an activity log (ICS- 214).
- m. Declares and ends, when appropriate, the campus state of emergency as provided for in the introduction of this plan.

Command Staff

Safety Officer

- a. Monitors incident operations and advises the Incident Commander on all matters relating to operational safety, including the health and safety of emergency operations team members.
- b. Responsible to the Incident Commander for the systems and procedures necessary to ensure ongoing assessment of hazardous environments, coordination of multiagency safety efforts, and implementation of measures to promote emergency responder safety as well as general safety of incident operations.
- c. Has immediate authority to stop and/or prevent unsafe acts during incident operations.

Liaison

- a. Serves as Incident Commander's point of contact for representatives of other governmental agencies, nongovernmental organizations, and the private sector (with no jurisdiction or legal authority) to provide input on the college's policies, resource availability, and other incident-related matters.
- b. Under either a single Incident Commander or a Unified Command structure, representatives from assisting or cooperating agencies and organizations coordinate with the college through the Liaison Officer.

- c. Assistants and personnel from other agencies or organizations involved in incident management activities may be assigned to the Liaison Officer to facilitate coordination.
- d. The liaison officer may be physically stationed near the the EOC of other responding agencies.

Public Information Officer

- a. Provides leadership for all aspects of public and media communications during an emergency.
- b. Establishes a media center, in a different location from the IC Center, where information is distributed and where all media covering a crisis must check in. All inquiries are referred to the media center.
- c. Coordinates all news releases, press conferences, media announcements, etc., regarding the nature of the emergency, how it is handled, extent of damage, interviews, etc. Determines official spokesperson(s) for the College.
- d. Keeps President, VPs and other officers advised of the nature of the media and public release of information and instructions to internal audience. Keeps other constituencies informed as needed (Board of Trustees, alumni, etc.)
- e. Coordinates with the Department of Enterprise Services (DES) to access public relations insurance policy, if necessary.

Scribe

- a. Keeps an Event Log under the direction of the IC. The scribe will develop and maintain an accurate and complete record of the action and activity of the IC. The scribe will function from the command post and maintain close contact with the incident commander tracking and recording the actions of the IC.
- b. Assists in establishing the EOC, assessing the necessary EOC resources and supplies as well as those items specifically necessary for the IC and the scribe.
- c. Ensures all actions involving the IC are recorded on an ICS 214 form
- d. Record dates and times of each activity or action.
- e. Record all incoming and outgoing communications made by the IC.
- f. Maintains the Incident Action Plan (IAP) checklist.
- g. Knows the location and how to reach all personnel assigned to the EOC.
- h. Retains records at the conclusion of the incident.

General Staff and Corresponding Functional Groups

Operations (OPS) Section Chief (OSC)

- a. Responsible to the IC for the direct management of all incident-related tactical activities.
- b. Establish tactics for the assigned operational period.
- c. The Operations Section Chief should be designated for each operational period, and responsibilities include direct involvement in development of the Incident Action Plan.

- d. Responsible for staffing, organizing and supervising the following functional units: facilities, reunification, search-and-rescue and security.

OPS - Facilities Unit

- a. Assembles a team from Campus Services to assess condition of all campus buildings. This team will prioritize repair work, and assemble list of materials needed. Assures easy access of buildings to emergency personnel, as well as closing and securing unsafe or non-essential buildings.
- b. Provides equipment and personnel to perform shutdown procedures, hazardous area control, barricades, damage assessment, debris clearance, emergency repairs, and equipment protection.
- c. Obtains the assistance of utility companies as required for emergency operations.
- d. Furnishes emergency power and lighting systems as required.
- e. Surveys habitable space and relocates essential services and functions.
- f. Provides facilities for emergency generator fuel during actual emergency or disaster periods.
- g. Conducts assessments and evaluations of damage to College property.
- h. Constructs emergency facilities.

OPS - Reunification Unit

- a. Determine if the reunification site is on-campus or off, in consultation with the IC.
- b. Assist EBC's with evacuation process.
- c. Maintain designated off-campus reunification site/s through mutual agreement/s.
- d. Coordinate with community and K-12 partners regarding transportation/buses.

OPS - Search & Rescue Unit

- a. Act as the LCC coordinator of the Search and Rescue (SAR) operations.
- b. Establishes systems to coordinate requests from Incident Command(IC)
- c. Support emergency responders and volunteer personnel with SAR related training and activities where appropriate.
- d. Assists emergency responders in the organization of SAR units on campus.
- e. Plans for and prepares to activate Search and Rescue.

OPS - Security Unit

- a. Takes immediate and appropriate action to protect life, property, and to safeguard records as necessary.
- b. Initiates immediate contact with the IC and College Administration.
- c. Notifies and utilizes Campus Security staff, police, and fire in order to maintain safety and order.

- d. Notifies appropriate outside organizations such as fire, police, office of Emergency Services, etc.
- e. Provides a “go bag” to community emergency responders, when needed.
- f. Maintains a security log of security’s activities and observations during an event.
- g. Assists with hazardous materials control, monitoring and cleanup operations when is it safe and the security guard on duty has been to do so.
- h. Monitors campus emergency alarm systems.
- i. Provides traffic control, access control, perimeter and internal security patrols services as needed.
- j. Assists in directed evacuations and reunification site security when needed.

Finance Section Chief (FSC)

- a. Established when the incident management activities require on-scene or incident-specific finance and other administrative support services.
- b. Works closely with IC in estimating, tracking and approval all expenses.
- c. Monitors and coordinates funding from multiple sources.
- d. Ensures all local, state and federal laws are adhered to with regard to spending.
- e. Responsible for staffing, coordinating and supervising the following functional units: procurement, time, cost and compensatory.

Finance - Procurement Unit

- a. Responsible for financial matters regarding vendor contracts.
- b. Coordinate with the purchasing manager to ensure procurement meets all college requirements.
- c. Maintains an activity log of unit activities.

Finance – Time Unit

- a. Maintain a time report of all applicable personnel assigned to the incident for each operational period.
- b. Verify all personnel information is correct on the time report.
- c. Ensure time reports are signed.
- d. Close out all time documents prior to personnel leaving the incident.
- e. BE sure all time records are current and complete by the time of incident end.
- f. Maintain a of all time related activities.

Finance – Cost Unit

- a. Obtain and record all cost data.
- b. Prepare incident cost summaries.
- c. Make recommendations for cost savings to FSC.
- d. Maintain cumulative incident cost records.
- e. Ensure all cost documents are accurately prepared.

- f. Complete all records by end of incident.
- g. Maintain an activity log of unit activities.

Logistics (LOGS) Section Chief (LSC)

- a. Responsible for working closely with IC in anticipating and providing all incident support requirements.
- b. Responsible for ordering all resources through appropriate procurement methods, communications and information technology support, and emergency responder medical services, including inoculations, as required.
- c. Responsible for providing and establishing all incident facilities, transportation, supplies, equipment maintenance, fueling, food service, communications, and medical services for incident personnel.
- d. Staffing, organizing and supervising the following functional units: communications/technology, medical first aid and food.

LOGS - Mental Health First Aid Unit

- a. Ensures that mental health services will be available during the incident for EOT team members who need counseling or other personal, non-medical attention.
- b. Coordinates with the Continuity of Operation Team to ensure post incident care for the EOT team is handled seamlessly.

LOGS - Food Unit

- a. Ensure sufficient food and potable water are available to meet all incident staff needs.
- b. Ensure all appropriate health and safety measure are taken.
- c. Keep track of food inventory and food orders.

LOGS – Communication/ Technology Unit

- a. Ensure that the EOC technology is established.
- b. Determine unit personnel needs.
- c. Ensure communication systems are installed and tested.
- d. Ensure an equipment accountability system is established.
- e. Maintain all records on communications equipment, as appropriate.
- f. Ensure any defective equipment is replaced or repaired.
- g. Recover equipment when the incident is demobilized.
- h. Maintain a log of unit activities.

LOGS – Medical First Aid Unit

- a. Provide medical input into the planning process for strategy development.
- b. Serve as first responders and administer basic first aid, CPR and AED as needed and appropriate.
- c. Assists emergency medical responders when appropriate.

- d. Triage of patients during a major medical event.
- e. Provides medical supplies is needed.
- f. Monitors the health aspects and trends of the EOT, including excessive incident related stress.
- g. Establishes areas of rescue for those who are injured and/or disabled.

Continuity of Operations

Continuity of Operations Plan (COOP)

The College Emergency Operations Plan (EOP) covers the procedures used in an emergency to protect life, health & safety, facilities and equipment. The Continuity of Operations Plan (COOP) covers the procedures necessary to ensure the continued performance of essential functions, during and after an event. The EOP and COOP work together and cover a wide range of potential natural or other emergencies.

COOP planning ensures LCC has the capability to support emergency response activities, while simultaneously addressing maintenance of the College's essential operations. Potential events that could require the activation of both the EOP and COOP include:

- Fire
- Hazardous Material incident
- Prolonged disruptions of electricity or other utilities (internal or external to the campus)
- Technological incident, e.g. system shutdown or cyber-attack
- Violence in the workplace or on campus
- Weather preventing staff or students getting to and from the campus
- Disease outbreak or epidemic
- Earthquake or other Natural Disaster

A COOP provides guidance and establishes responsibilities and procedures to ensure operational resilience is developed and maintained. Each COOP should provide an infrastructure for continuity that ensures the following:

- Emergency delegation-of-authority and line-of-successions are predetermined
- The safekeeping of essential personnel, resources, facilities, and vital records
- Emergency acquisition of resources necessary for business resumption are predetermined
- Performance of critical functions until the College can resume normal operations

The COOP planning process can:

- Prevent or mitigate the loss of essential functions.
- Help prepare the College to adapt to unusual operational requirements.
- Provide the ability to respond to a wide range of functional impacts.

- Define a process to recover from the event, repair the damage and return to normal operations.

LCC's campus is highly decentralized, with operational control extending to the department level. Continuity planning is operational-level planning and therefore must focus on departments. Due to the number of departments on LCC's campus the planning process must be self-operated. An adaptable COOP Planning Template will be provided to each department.

The COOP template is designed to assist departments with producing their own custom continuity plan, and can be used by any type of department.

The COOP template can be printed as a document and contains the following sections:

- Notification and Implementation Procedures
- Prioritized Critical Functions
- Key Personnel Roster
- Emergency Call Directory
- Vital Records and IT Systems
- Alternate Location
- Interoperable Communications
- COOP Submission

Each department should designate a person to be their COOP Coordinator who will work with departmental personnel to gather the information necessary to complete their draft COOP.

The College Emergency Planning Council will coordinate with each department's COOP Coordinator to assist in the completion of their COOP template.

All completed templates will be submitted to the chair of the Emergency Preparedness Council and incorporated into a central annex/file. All departmental COOP plans must be updated and resubmitted annually.

Designated COOP Participants

Departments/areas requiring critical function prioritization (from first page of LCC organizational chart) include:

1. President
 - a. Effectiveness & College Relations
 - b. Foundation, Human Resources & Legal Affairs
2. VP of Administrative Services
 - a. Athletics
 - b. Campus Services & Capital Projects
 - c. Enterprise Services
 - d. Finance/Contracts
 - e. Information Technology Services
 - f. Payroll
 - g. Environmental Health and Safety
 - h. Security
3. VP of Instruction
 - a. Career Education Options (CEO)
 - b. Corporate & Continuing Education
 - c. Head Start/ECEAP
 - d. Instructional Programs
 - e. Learning Resources
 - f. Transitional Studies
 - g. University Center
 - h. Workforce Programs & Career Services
4. VP of Student Services
 - a. Advising & Testing
 - b. Counseling
 - c. Disability Support Services
 - d. Financial Aid Services
 - e. International Student Programs
 - f. Registration
 - g. Student Activities
 - h. TRiO Programs

LCC COOP Template – Required Elements

1. Leadership Succession

Circumstances that lead to the activation of a COOP are unpredictable and can require personnel to take on multiple roles. Therefore, identifying the order of succession for each department is an important part of COOP planning. Please use this section to delineate the line of succession to be used during COOP activation.

Department Head/ Lead	Name	Phone Number	Alt Phone Number
Department			
Dean/Director/Manager			
First Successor			
Second Successor			
Third Successor			

Name	Skills/Knowledge	Current Position	Phone Number

2. Critical Functions

The identification of essential functions is the basis of COOP planning. Essential functions are defined as those functions that enable the College to provide vital services, maintain the safety and well-being of the students, faculty, staff and visitors, and sustain the College's economic base in an emergency. In order to identify essential functions, each department's COOP should include the following:

- Identify all functions performed by the department or college, then determine which must be continued under all circumstances;
- Prioritize these essential functions;
- Establish staffing and resource requirements needed to perform essential functions;
- Identify mission critical data and systems necessary to conduct essential functions;
- Defer functions not essential to immediate college or department needs until additional personnel and resources become available;
- Integrate supporting activities to ensure that essential functions can be performed as efficiently as possible during emergency relocation.

Critical functions are prioritized based on the levels of service that must be maintain following a disaster or disruption, and they must be continued under any and all circumstance.

Critical Function Prioritization:

Priority	Description
1	Must be continued at normal or increased services load. Cannot pause. Necessary to life, health and security.
2	Must be continued if at all possible, perhaps in reduced mode. Pausing completely will have grave consequences.
3	May pause if forced to do so, but must resume within 30 days.
Deferrable	May pause; resume when conditions permit.

Using the legend above to identify the level of priority assigned to each task, departments should use the table on the following page to identify, describe and prioritize critical functions.

Priority	Essential Function	# of Personnel to Fulfill	Equipment & Systems	Vital Records & Databases	Supplies/Other Essential Requirements

3. Key Personnel Roster

Please select the key personnel that need to be notified following an actual incident. List personnel in the order they are to be notified.

Name	Phone Number	Email

4. Emergency Call Directory

List all emergency agencies and contractors needed to ensure critical functions are continued.

Name	Phone Number

5. Vital Records and IT Systems

This section should address the department's necessary to perform essential functions and activities and to reconstitute normal operations after the emergency ceases.

Departments should pre-position, update and backup on a regular basis all records, databases and electronic media required for operations. Below are the types of documents that should be prioritized and then transferred (either hardcopy or electronic media) to alternate locations:

- Emergency operations records;
- Legal/financial records;
- Personnel files;
- Student files;
- Records used to perform security preparedness, critical functions and activities.

6. Vital Records Matrix Worksheet

Vital File, Record, or Database	Form of Record (e.g. hard copy, electronic, etc.)	Pre-Positioned at Alternate Facility	Hand Carried to Alternate Facility	Storage Location(s)

7. Alternate Location

Your alternate location section should explain the significance of identifying an alternate facility, the requirements for operation at an alternate facility, and the advantages and disadvantages of each location. COOP planners should take into consideration the operational risk associated with each facility. Performing assessments will allow departments to determine which location best meets their requirements.

Alternate facilities should provide:

- Sufficient space and equipment
- Capability to perform essential functions within 12 hours, up to 90 days
- Reliable logistical support, services, and infrastructure systems
- Consideration for health, safety, and emotional well-being of personnel
- Interoperable communications
- Computer equipment and software

8. Interoperable Communications

Your interoperable communications section should identify available and redundant critical communication systems that are located at the alternate facility. These systems should provide the ability to communicate within and outside your college/department.

Interoperable communications should provide:

- Commensurate with an agency’s essential functions
- Ability to communicate with essential personnel
- Ability to communicate with other agencies, colleges/departments, and customers
- Access to data and systems

- Communications systems for use in situations with and without warning
- Ability to support COOP operational requirements
- Ability to operate at the alternate facility within 12 hours, and for up to 90 days
- Interoperability with existing field infrastructures.

9. COOP Submission

Thank you for completing your department’s Continuity of Operations Plan (COOP). Please submit this Plan to your Dean or Vice President/President for approval.

Dean/VP/President name:	Title:
Dean/CP/President signature:	Date submitted:

Please send an electronic copy of this COOP to jskreen@lcc.ctc.edu.

Emergency Building Coordinators

Emergency Building Coordinators, or EBC's, are appointed by the College President (or designee) as the primary point of contact for each building. Each EBC will help coordinate the campus response to major incidents that may occur on or near the campus.

EBC Primary Responsibilities

- Initiate building lockdown.
- Evacuate building occupants to designated location, if/when directed to do so.
- Communicate building status to Campus Services (360.442.2260, option #2).

EBC Training and Other Requirements

- Complete CPR/First Aid/AED training.
- Complete Fire Extinguisher training.
- Complete Incident Command System, ICS training.
- Complete Blood Borne Pathogen Prevention training.
- Be familiar with their building evacuation routes.
- Ensure emergency exits are clear at all times.
- Ensure that an emergency evacuation plan is in place for their building.
- Explain basic evacuation procedures for their building to all new employees.
- Have the necessary key(s) to lockdown their building's exterior doors during an emergency.
- Know location of emergency backpack and booklet (provided by Safety & Security).
- Coordinate as necessary with the designated alternate EBC who will act in their absence.

Occupants of a building at the time of an emergency should report to their EBC for direction if it is safe to do so. In the most likely case, an emergency will prompt the evacuation of a single building. Occupants of a building should evacuate if directed to do so by their EBC, Campus Security, police, fire or other qualified personnel, alarm or notification system.

Emergency Operations

Emergency Operations Center (EOC)

EOT members report to a central Emergency Operations Center (EOC) to coordinate decisions and resources. The EOT will convene at the location specified by the Incident Commander.

Safety & Security is responsible for the planning and general management of the EOC facility and its resources. They assemble appropriate data, equipment, and supplies. They prepare an EOC resources Directory, containing critical internal and external contact information and emergency action checklists. Copies are kept at the EOC, and at alternate sites.

The EOC expands or contracts for Level 2 or Level 3 emergencies as may be required and should be considered flexible in that regard.

For potential locations and list of equipment, please refer to Appendix E.

EOC: Process & Tips for Success

- Activate immediately when emergency is overwhelming existing college resources/procedures.
- Immediately begin an Event Log (EL) for each operational desk at the EOC and maintain this log throughout the operation.
- Record all key decisions and communications in the EL.
- Immediately begin to display (and share) key information that may be of value to other members of the EOC management team.
- Staff EOC as needed which may be continuous (24/7).
- Staff in shifts if emergency lasts more than one day.
- Activate all available communication devices.
- Create central map/situation board.
- Post key data in visible location.
- Secure operations from interruption not directly related to response effort.
- Grow EOC staffing as needed to meet the needs of the emergency.
- Establish and continue to enhance the flow of information on three levels:
 - Within the EOC.
 - Between the EOC and ICP, if applicable.
 - Between the EOC and the public.
- Begin, as soon as possible, to activate back-up systems and mutual aid resources to prepare for the potential escalation in the need for resources.
- Keep the EOC area but especially the main room as quiet as possible.
- Strive to reduce the stress level by communicating necessary information, identifying roles, clarifying key operational processes, ensuring reasonable shift duration, and providing creature comforts.
- Where appropriate, ensure that EOC team members have dealt with the effect of the disaster on their family members, home and place of work. (This is an often forgotten factor that can have longterm damage.)
- Continue only as needed; deactivate as soon as possible.

Incident Command Post

Incident Command Post

An Incident Command Post (ICP) will be established by community emergency responders for each emergency incident as needed.

The Incident Command Post is activated for a major emergency or disaster. The Command Post location will be dependent upon the location and scale of the incident. The location is determined by the Incident Commander. The college's designated liaison to community emergency responders (Campus Safety & Security) to be positioned at or near the ICP and would maintain communication between community emergency responders and the Emergency Operations Team (located in the Emergency Operations Center).

Incident Command System

The Incident Command System (ICS) is a standardized, on-scene, all-hazards incident management approach that:

- Allows for the integration of facilities, equipment, personnel, procedures, and communications operating within a common organizational structure.
- Enables a coordinated response among various jurisdictions and functional agencies, both public and private.
- Establishes common processes for planning and managing resources. ICS is flexible and can be used for incidents of any type, scope and complexity.

ICS is used by all levels of government – Federal, State, tribal and local – as well as by many nongovernmental organizations and the private sector. ICS is also applicable across disciplines.

Evacuations & Shelters

Evacuations

Circumstances may arise that indicate the need for complete, or partial evacuation of the campus. The determination of the need to evacuate a building may be made by the occupants as they assess the safety of their situation, be mandated by the EOT, or EBC. Evacuation is always mandatory when a fire alarm, or emergency notification sounds within the building. Evacuation procedures may also be implemented during a practice drill.

Routes

Evacuation route maps are clearly posted at all building entrances/exits. All evacuation routes are clearly marked with signage, well lit and wide enough to accommodate evacuating personnel. Regular audits of exit routes are conducted to ensure they remain unobstructed and clear of debris at all times.

Additionally, facilities should be organized in such way to reduce the likelihood that evacuating personnel would be exposed to any additional hazards in route to their assembly point.

Evacuation chairs are available at all main stairways to assist with the evacuation of injured/disabled persons.

Assembly Points

Primary and secondary assembly points are designated for each campus building. Primary assembly points are preferred to secondary. However, event circumstances may indicate a need to use the secondary assembly points. See Appendix F for a list of all assembly points.

Building Evacuation Procedures

- Evacuate building when a fire alarms, or emergency notification sounds and/or if directed to do so by Campus Security, Campus Services staff, or your EBC.
- Remain calm, leave by the nearest cleared exit, and ask others to do the same.
- Evacuation Plan maps are posted at the entrances/exits of each campus building. Check these maps for the nearest escape route in preparation for an emergency.
- When possible, help individuals with disabilities and/or injuries exit the building.
- Emergency Building Coordinators will assist if time and situation permit.
- Proceed to your buildings designated assembly point (appendix A) and keep streets, fire lanes, fire hydrants and walkways clear for responding emergency vehicles and personnel.
- Return to building(s) only when they are declared safe to occupy.
- Do not use elevators in case of fire, explosions or earthquakes, as you may become trapped.

Training

Training will be provided to campus employees addressing the following when applicable:

- a. Individual roles and responsibilities
- b. Threats, hazards and protective actions
- c. Notifications, warning and communication procedures
- d. Emergency response procedures
- e. Evacuation, shelter and accountability procedures
- f. Location and use of common emergency equipment
- g. Emergency shut down procedures

Training will be offered to personnel at the following times:

- a. At the time of hire
- b. When new equipment, processes or procedures are introduced
- c. When the layout, or design of facilities changes
- d. When evacuation plans are updated/revised

Drills

Practice drills will be held once annually to keep employees prepared. Drills should include the participation of outside resources, such as police and fire whenever possible. After each drill, the EOP will debrief with participating employees to identify strengths and weaknesses of the plan.

Special Procedures

If campus closes following an evacuation, employees should follow normal campus closure procedures and follow normal emergency notification streams as outlined in the Emergency Handbook.

Emergency Shelters

The College has two designated emergency shelters on contract with the Red Cross, the Student Center and Myklebust Gymnasium and Fitness Center. Both of these shelter locations have the capacity to house large numbers of people and contain food preparation and restroom facilities. The Gymnasium also has back up power generation for the entire building for up to 72 hours.

Recovery

Plan De-activation

When emergency conditions stabilize and normal College operations resume, the Emergency Plan will be de-activated. A formal announcement will be disseminated by the PIO using all emergency information and notification systems identified in the Crisis Communications Procedure. If the nature of the incident requires an extension of some emergency services, special EMT work groups may be appointed to coordinate those continuing activities. These groups may need to consider:

- Academic or administrative space reallocations
- Support services for impacted students, faculty or staff
- Community relief assistance

Plan Evaluation

Immediately following the cessation of emergency operations, the Facilities Director will survey the campus for any potential damage and report repair costs to the Business/Finance Group. A survey of the EPC members, departments, and the general campus community will be conducted to evaluate the effectiveness of the response effort. Results of the survey will determine whether areas of the Emergency Plan must be modified as a result of the emergency experience.

A written “After-Action Report” will be presented to the EPC and ELT.

Off-Campus Resources

Resource	Phone Number
Police-Fire-Ambulance EMERGENCY	<u>911</u>
Police-Fire-Ambulance NON-EMERGENCY	<u>(360) 577-3090</u>
Cowlitz Co. Department of Emergency Management	<u>(360) 577-3130</u>
CDC – Center for Disease Control	<u>(800) 232-4636</u>
FBI – Federal Bureau of Investigation	<u>(360) 695-5661</u>
Cowlitz 2 Fire & Rescue	<u>(360) 578-5221</u>
Cowlitz Clean Sweep	<u>(360) 423-6316</u>
Cowlitz County Sheriff	<u>(360) 577-3092</u>
Hospital: St. Johns, 1615 Delaware St. in Longview	<u>(360) 414-2000</u>
WDOT - Washington Department of Transportation	<u>(800) 695-7623</u>
Cowlitz County Health Department	<u>(360) 414-5599</u>
Washington State Patrol	<u>(360) 578-4147</u>
Red Cross - Southwest Washington Chapter	<u>(360) 693-5821</u>
Salvation Army - Longview Chapter	<u>(360) 423-3992</u>
Employee Assistance Program (company code lceap)	<u>(855) 789-5915</u>

Acronyms

AED	Automated External Defibrillator
COOP	Continuity of Operations Plan
CPR	Cardio Pulmonary Resuscitation
DOD	Department of Defense
EAA	Emergency Assembly Areas
EAP	Emergency Action Plan
EBC	Emergency Building Coordinator
EL	Event Log
ELT	Executive Leadership Team (cabinet)
EOC	Emergency Operations Center
EOP	Emergency Operations Plan
EOT	Emergency Operations Team
EPC	Emergency Planning Council
FCP	Field Command Post
FEMA	Federal Emergency Management Agency
FERPA	Family Educational Rights & Privacy Act
HBV	Hepatitis B Virus
HIV	Human Immunodeficiency Virus
IAC	Incident Action Plan
IC	Incident Commander
ICP	Incident Command Post
IMT	Incident Management Team
JIC	Joint Information Center
JIS	Joint Information System
MSDS	Material Safety Data Sheet
NIMS	National Incident Management System
OSHA	Occupational Safety & Health Administration
PIO	Public Information Officer
SAT	Situation Assessment Team
SOP	Standard Operating Procedure

Definitions

Agency: An agency is a division of government with a specific function, or a nongovernmental organization (e.g., private contractor, business, etc.) that offers a particular kind of assistance. In ICS, agencies are defined as jurisdictional (having statutory responsibility for incident mitigation) or assisting and/or cooperating (providing resources and/or assistance). (See Assisting Agency, Cooperating Agency, Jurisdictional Agency, and Multiagency Incident.)

Area Command (Unified Area Command): An organization established to oversee the management of (1) multiple incidents that are each being handled by an ICS organization, or (2) large or multiple incidents to which several Incident Management Teams have been assigned. Area Command has the responsibility to set overall strategy and priorities, allocate critical resources according to priorities, ensure that incidents are properly managed, and ensure that objectives are met and strategies followed. Area Command becomes Unified Area Command when incidents are multijurisdictional. Area Command may be established at an emergency operations center facility or at some location other than an Incident Command Post.

Assistant: Title for subordinates of the Command Staff positions. The title indicates a level of technical capability, qualifications, and responsibility subordinate to the primary positions.

Automated External Defibrillator (AED): A portable electronic device that automatically diagnoses the potentially life threatening cardiac arrhythmias of ventricular fibrillation and ventricular tachycardia in a patient, and is able to treat them by application of electrical therapy which stops the arrhythmia, allowing the heart to re-establish an effective rhythm.

Cardio Pulmonary Resuscitation (CPR): An emergency medical procedure for a victim of cardiac arrest or, in some circumstances, respiratory arrest. CPR is performed in hospitals or in the community by laypersons or by emergency response professionals. CPR consists of artificial blood circulation and artificial respiration (i.e. chest compressions and lung ventilation). CPR is generally continued, usually in the presence of advanced life support, until the patient regains a heartbeat (called "return of spontaneous circulation" or "ROSC") or is declared dead. CPR is unlikely to restart the heart, but rather its purpose is to maintain a flow of oxygenated blood to the brain and the heart, thereby delaying tissue death and extending the brief window of opportunity for a successful resuscitation without permanent brain damage. Defibrillation and advanced life support are usually needed to restart the heart.

Command Post: See Incident Command Post.

Command Staff: The Command Staff consists of the Public Information Officer, Safety Officer, and Liaison Officer. They report directly to the Incident Commander. They may have an Assistant or Assistants, as needed.

Continuity of Operations Plan (COOP): The Continuity of Operations Plan defines critical functions that are prioritized based on the levels of service that must be maintained following a disaster.

Coordination: The process of systematically analyzing a situation, developing relevant information, and informing appropriate command authority of viable alternatives for selection of the most effective combination of available resources to meet specific objectives. The coordination process (which can be either intra-or interagency) does not involve dispatch actions. However, personnel responsible for coordination may perform command or dispatch functions within the limits established by specific agency delegations, procedures, legal authority, etc.

Delegation of Authority: A statement provided to the Incident Commander by the Agency Executive delegating authority and assigning responsibility. The Delegation of Authority can include objectives, priorities, expectations, constraints, and other considerations or guidelines as needed. Many agencies require written Delegation of Authority to be given to Incident Commanders prior to their assuming command on larger incidents.

Department of Defense (DOD): The Federal department responsible for safeguarding national security of the United States; created in 1947.

Emergency: Absent or Presidentially declared emergency, any incident(s), human-caused or natural, that requires responsive action to protect life or property. Under the Robert T. Stafford Disaster Relief and Emergency Assistance Act, an emergency means any occasion or instance for which, in the determination of the President, Federal assistance is needed to supplement State and local efforts and capabilities to save lives and to protect property and public health and safety, or to lessen or avert the threat of a catastrophe in any part of the United States.

Emergency Action Plan (EAP): A document that: describes how people and property will be protected in disaster and disaster threat situations; details who is responsible for carrying out specific actions; identifies the personnel, equipment, facilities, supplies, and other resources available for use in the disaster; and outlines how all actions will be coordinated.

Emergency Assembly Areas (EAA): A pre-designated safe location near a building where building occupants assemble and report to the Roll Taker(s) after evacuating their building.

Emergency Building Coordinator (EBC): A college employee who has a defined role in campus emergency/disaster preparedness: he or she prepares building response plans and coordinates education and planning in this area for all building occupants.

Emergency Operations Center (EOC): The physical location at which the coordination of information and resources to support domestic incident management activities normally takes place. An EOC may be a temporary facility or may be located in a more central or permanently established facility, perhaps at a higher level of organization within a jurisdiction. EOCs may be organized by major functional disciplines (e.g., fire, law enforcement, and medical services), by jurisdiction (e.g., Federal, State, regional, county, city, tribal), or some combination thereof.

Emergency Operations Plan (EOP): The plan that each jurisdiction has and maintains for responding to appropriate hazards.

Emergency Operations Team (EOT): The Emergency Operations Team is comprised of support function groups and individuals as assigned by the President Their role is to manage the College's response to the particular incident by authorizing action or by providing strategic advice for the Incident Commander.

Emergency Planning Council (EPC): Emergency Planning Council members include the Vice President for Administrative Services, Director of Campus Services, Director of Safety & Security, Campus Security Manager, and Public Information Officer.

Event Log (EL): A detailed log maintained during emergency situations, designed to supply a written record of the occurrences that take place during said emergency.

Facilities Unit: Functional Unit within the Support Branch of the Logistics Section that provides fixed facilities for the incident. These facilities may include the Incident Base, feeding areas, sleeping areas, sanitary facilities, etc.

Family Educational Rights & Privacy Act (FERPA): The Family Educational Rights and Privacy Act (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

Field Command Post: An on-scene operations (police, fire, medical) location for assembly of necessary staff and equipment. A field command post may be established, if appropriate, at or near the scene of the emergency by the responding supervisor or officer focusing initial efforts directly on control of the emergency. The field supervisor at the command post will identify resources needed at the scene and communicate these needs to the Emergency Operations Center (EOC).

Finance/Administration Section: The section responsible for all incident costs and financial considerations. Includes the Time Unit, Procurement Unit, Compensation/Claims Unit, and Cost Unit.

Group: Groups are established to divide the incident into functional areas of operation. Groups are composed of resources assembled to perform a special function not necessarily within a single geographic division. (See Division.) Groups are located between Branches (when activated) and Resources in the Operations Section.

Hepatitis B Virus (HBV): An inflammation of the liver and is caused by the Hepatitis B virus, a member of the Hepadnavirus family and one of hundreds of unrelated viral species which cause viral hepatitis.

Human Immunodeficiency Virus (HIV): A retrovirus that can lead to acquired immunodeficiency syndrome (AIDS, a condition in humans in which the immune system begins to fail, leading to life-threatening opportunistic infections).

Incident: An occurrence or event, natural or human-caused, which requires an emergency response to protect life or property. Incidents can, for example, include major disasters, emergencies, terrorist attacks, terrorist threats, wildland and urban fires, floods, hazardous materials spills, nuclear accidents, aircraft accidents, earthquakes, hurricanes, tornadoes, tropical storms, war-related disasters, public health and medical emergencies, and other occurrences requiring an emergency response.

Incident Action Plan (IAP): An oral or written plan containing general objectives reflecting the overall strategy for managing an incident. It may include the identification of operations resources and assignments. It may also include attachments that provide direction and important information for management of the incident during one or more operational periods.

Incident Commander (IC): The individual responsible for all incident activities, including the development of strategies and tactics and the ordering and the release of resources. The IC has overall authority and responsibility for conducting incident operations and is responsible for the management of all incident operations at the incident site. For LCC, the Incident Commander is the President or designee.

Incident Command Post (ICP): The field location at which the primary tactical-level, on-scene incident command functions are performed. The ICP may be collocated with the incident base or other incident facilities and is normally identified by a green rotating or flashing light.

Incident Management Team (IMT): The Incident Commander and appropriate Command and General Staff personnel assigned to an incident.

Joint Information Center (JIC): A facility established to coordinate all incident-related public information activities. It is the central point of contact for all news media at the scene of the incident. Public information officials from all participating agencies should collocate at the JIC.

Joint Information System (JIS): Integrates incident information and public affairs into a cohesive organization designed to provide consistent, coordinated, timely information during crisis or incident operations. The mission of the JIS is to provide a structure and system for developing and delivering coordinated interagency messages; developing, recommending, and executing public information plans and strategies on behalf of the Incident Commander; advising the Incident Commander concerning public affairs issues that could affect a response effort; and controlling rumors and inaccurate information that could undermine public confidence in the emergency response effort.

Major Disaster: As defined under the Robert T. Stafford Disaster Relief and Emergency Assistance Act (42 U.S.C. 5122), a major disaster is any natural catastrophe (including any hurricane, tornado, storm, high water, wind-driven water, tidal wave, tsunami, earthquake,

volcanic eruption, landslide, mudslide, snowstorm, or drought), or, regardless of cause, any fire, flood, or explosion, in any part of the United States, which in the determination of the President causes damage of sufficient severity and magnitude to warrant major disaster assistance under this Act to supplement the efforts and available resources of States, tribes, local governments, and disaster relief organizations in alleviating the damage, loss, hardship, or suffering caused thereby.

Material Safety Data Sheet (MSDS): A form containing data regarding the properties of a particular substance. An important component of workplace safety, it is intended to provide workers and emergency personnel with procedures for handling or working with that substance in a safe manner, and includes information such as physical data (melting point, boiling point, flash point, etc.), toxicity, health effects, first aid, reactivity, storage, disposal, protective equipment, and spill handling procedures. The exact format of an MSDS can vary from source to source.

Mitigation: The activities designed to reduce or eliminate risks to persons or property or to lessen the actual or potential effects or consequences of an incident. Mitigation measures may be implemented prior to, during, or after an incident. Mitigation measures are often formed by lessons learned from prior incidents. Mitigation may include zoning and building codes, floodplain buyouts, and analysis of hazard-related data to determine where it is safe to build or locate temporary facilities. Mitigation can include efforts to educate governments, businesses, and the public on measures they can take to reduce loss and injury.

Mutual-Aid Agreement: Written agreement between agencies and/or jurisdictions that they will assist one another on request, by furnishing personnel, equipment, and/or expertise in a specified manner.

National Incident Management System (NIMS): A system mandated by HSPD-5 that provides a consistent nationwide approach for Federal, State, local, and tribal governments; the private sector; and nongovernmental organization to work effectively and efficiently together to prepare for, respond to, and recover from domestic incidents, regardless of cause, size, or complexity. To provide for interoperability and compatibility among Federal, State, local, and tribal capabilities, the NIMS includes a core set of concepts, principles, and terminology. HSPD-5 identifies these as the ICS; multiagency coordination systems; training; identification and management of resources (including systems for classifying types of resources); qualification and certification; and the collection, tracking, and reporting of incident information and incident resources.

Occupational Safety & Health Administration (OSHA): The United States Occupational Safety and Health Administration is an agency of the United States Department of Labor. It was created by Congress under the Occupational Safety and Health Act, signed by President Richard M. Nixon, on December 29, 1970. Its mission is to prevent work-related injuries, illnesses, and deaths by issuing and enforcing rules (called standards) for workplace safety and health.

Preparedness: The range of deliberate, critical tasks and activities necessary to build, sustain, and improve the operational capability to prevent, protect against, respond to, and recover

from domestic incidents. Preparedness is a continuous process. Preparedness involves efforts at all levels of government and between government and private-sector and nongovernmental organizations to identify threats, determine vulnerabilities, and identify required resources. Within the NIMS, Preparedness is operationally focused on establishing guidelines, protocols, and standards for planning, training, and exercises, personnel qualification and certification, equipment certification, and publication management.

Prevention: Actions to avoid an incident or to intervene to stop an incident from occurring. Prevention involves actions to protect lives and property. It involves applying intelligence and other information to a range of activities that may include such countermeasures as deterrence operations; heightened inspections; improved surveillance and security operations; investigations to determine the full nature and source of the threat; public health and agricultural surveillance and testing processes; immunizations, isolation, or quarantine; and, an appropriate, specific law enforcement operations aimed at deterring, preempting, interdicting, or disrupting illegal activity and apprehending potential perpetrators and bringing them to justice.

Public Information Officer (PIO): A Federal, State, or local government official responsible for preparing and coordinating the dissemination of emergency public information.

Recovery: The development, coordination, and execution of service-and site-restoration plans; the reconstitution of government operations and services; individual, private-sector, nongovernmental, and public-assistance programs to provide housing and to promote restoration; long-term care and treatment of affected persons; additional measures for social, political, environmental, and economic restoration; evaluation of the incident to identify lessons learned; post incident reporting; and development of initiatives to mitigate the effects of future incidents.

Resources Unit: Functional Unit within the Planning Section responsible for recording the status of resources committed to the incident. The Unit also evaluated resources currently committed to the incident, the impact that additional responding resources will have on the incident, and anticipated resource needs.

Response: Activities that address the short-term, direct effects of an incident. Response includes immediate actions to save lives, protect property, and meet basic human needs. Response also includes the execution of emergency operations plans and of mitigation activities designed to limit the loss of life, personal injury, property damage, and other unfavorable outcomes. As indicated by the situation, response activities include applying intelligence and other information to lessen the effects or consequences of an incident; increased security operations; continuing investigations into nature and source of the threat; ongoing public health and agricultural surveillance and testing processes; immunizations, isolation, or quarantine; and specific law enforcement operations aimed at preempting, interdicting, or disrupting illegal activity, and apprehending actual perpetrators and bringing them to justice.

Safety Officer: A member of the Command Staff responsible for monitoring and assessing safety hazards or unsafe situations, and for developing measures for ensuring personnel safety. The Safety Officer may have Assistants.

Situation Assessment Team (SAT): The Situation Assessment Team is drawn from EMT membership. The SAT constitutes a “mini-Emergency Operations Center.” It evaluates the scope of the incident, coordinates essential services, and provides emergency information.

Standard Operating Procedure (SOP): Complete reference document or an operations manual that provides the purpose, authorities, duration, and details for the preferred method of performing a single function or a number of interrelated functions in a uniform manner.

United Area Command: A Unified Area Command is established when incidents under an Area Command are multijurisdictional. (See Area Command and Unified Command.)

Unified Command: An application of ICS used when there is more than one agency with incident jurisdiction or when incidents cross political jurisdictions. Agencies work together through the designated members of the United Command, often the senior person from agencies and/or disciplines participating in the United Command, to establish a common set of objectives and strategies and a single Incident Action Plan.